

7. Schools Import

eReserve groups Courses into Schools/Departments, which allow faculty and library staff to select the appropriate school membership for their Course, and enables eReserve Plus to generate meaningful audit and utilisation reports.

Schools can be manually added or edited, [see here for more details](#), however the Schools import process allows for a large number of Schools to be created or updated.

The import process matches data from the name column to update existing School records.

7.1 Pre-requisites

The Archive folder will need to be prepared as a .zip folder which should contain the following elements:

- a. The Data File: This is a CSV file in a UTF8 file format - Filename = import_records.csv
- b. The Mapping File: This is a YAML file which references the data to map it to the correct fields in eReserve Plus - Filename = csv_to_document_mapping.yml

The templates and a sample dataset are available for use [here](#).

7.2 Mandatory Data

The import_records.csv file will populate eReserve Plus with Centre Codes and Citation Style Codes.

Column Name	Description	Type	Format Values
source_document_kind	This column describes the kind of document being imported. When importing courses this should be set to school.	text	school
name	This column is a unique value used to identify the school. Existing records with the same name will be updated.	text	e.g. Science
centre_code	This is a short abbreviation for each school if available (optional).	text	e.g. SC
citation_style_code	This is a short abbreviation for the default citation style of the school (optional).	text	e.g. APA7